

State of Nevada Purchasing Division

Version Date: 09/18/2013

1996011 Bid Files (Awarded)

Reviewed: 7/16/2008

Description: These records are used to document the formal actions involved in the bidding process, on those that were awarded requesting proposals and/or informal quotes from vendors. The record may include but is not limited to: Invitation to Bid, Request for Quotation, Request for Proposal, etc.; Vendor lists, bid notice and advertisement of bid ; Bid specifications and associated documents; Proposals from vendors, informal quotes, etc.; Pre-bid conference transcripts and sign in sheets; Contract documents, Notice of Award of Bid, and associated Documents; Appeal, hearing and associated documentation; Complaints, investigations and associated documentation, and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years after the expiration of a contract or agreement. Bid files which have been cancelled or otherwise do not result in an award, contract or agreement, must be retained for a period of three (3) calendar years from the close of the file.

Disposition: Destroy Securely

2008018 Bid Files (Not Awarded)

Reviewed: 7/16/2008

Description: These records are used to document the formal actions involved in the bidding process, requesting proposals and/or informal quotes from vendors that were not awarded. The record may include but is not limited to: Invitation to Bid, Request for Quotation, Request for Proposal, etc.; Vendor lists, bid notice and advertisement of bid; Bid specifications and associated documents; Proposals from vendors, informal quotes, etc.; Pre-bid conference transcripts and sign in sheets; Contract documents, Notice of Award of Bid, and associate Documents; Appeal, hearing and associated documentation, and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the close of the bid process or appeal process, whichever is longer.

Disposition: Destroy Securely

1996010 Bid Registers

Reviewed: 2/21/1996

Description: This record series is used to issue bid numbers and administratively keep track of bids. The information on the register may include, but is not limited to: bid number; buyer initials; commodity category; opening time and date of bid; requesting agency data; requisition number; description of bid content (product information); purchase order number, and; listing of notification of award for open end contracts.

Retention: Retain these records for a period of six (6) calendar years after the issue of a bid number and purchase order.

Disposition: Destroy

1995134 Fixed Asset Database

Reviewed: 2/21/1996

Description: This record series is used to document the fixed assets in the possession of all state agencies as required by NRS 333.220 #4. The information in this database includes, but is not limited to: name of agency; description of item; State ID number (assigned by this program); manufacturers model and serial number; cost and current value of item; purchase order number, and; commodity code (a unique field used to search for similar items)

Retention: Purge the database as needed of inactive listings to keep a current inventory of fixed assets. Inactive listings should be retained and kept accessible for a period of one year from the date of inactivation.

Disposition: Destroy

1995135 Fixed Asset Inventory File

Reviewed: 2/21/1996

Description: This record series documents the process of an agency updating and reconciling an inventory of the fixed assets in the state's possession. This record series is the signed updated inventory which is sent back to the Purchasing Division. The information contained in the file includes, but is not limited to: description of the items; manufacturers model and serial numbers; state ID number; purchase order number; original cost and current value, and; commodity code

Retention: Retain these records for a period of six calendar years from the inactivation of the file.

State of Nevada Purchasing Division

Version Date: 09/18/2013

Disposition: Permanent: Transfer to State Archives

1996006 Inventory Listing by Serial Number Database

Reviewed: 2/21/1996

Description: This record series is used to keep track of fixed assets which have a unique manufacturers serial number, such as vehicles, trailers and weapons. This database is kept separate from and may contain the same information as the Fixed Asset Database (RDA#95-134).

Retention: Purge the database as needed of inactive listings to keep a current inventory of unique fixed assets. Inactive listings should be retained and accessible for a period of one (1) year from the date of inactivation.

Disposition: Destroy

1996007 Inventory Listing by Serial Number Files

Reviewed: 2/21/1996

Description: This record series is used to keep track of fixed assets which have a unique manufacturers serial number, such as vehicles, trailers and weapons. These files are kept separate from and may contain the same information as the Fixed Asset Inventory File (RDA# 95-135).

Retention: Retain these records for a period of six (6) calendar years from the inactivation of the file.

Disposition: Permanent: Transfer to State Archives

1986016 Purchase Orders

Reviewed: 2/21/1996

Description: This record series consists of purchase orders used to buy equipment and or products for the use of State agencies. The files may include, but are not limited to: purchase orders with supportive documentation; vendor invoices; award notices and worksheets, etc.; invitation and bid, vendor bid requested, etc., and; related correspondence.

Retention: Retain these records for a period of six (6) years after the closing of the file.

Disposition: Destroy Securely

2008017 Recordings of Conferences and Inspections (Contested)

Reviewed: 2/21/1996

Description: These records are used to document the instructions and activities of pre-bid conferences and walk-through inspections where the bid has been contested or other problems have occurred because of noncompliance with the bid. The record consists of audio-visual recordings in various formats.

Retention: Retain these records for a period of three (3) calendar years from the date the case is closed.

Disposition: Destroy

1994060 Recordings of Conferences and Inspections (Not Contested)

Reviewed: 2/21/1996

Description: These records are used to document the instructions and activities of pre-bid conferences and walk-through inspections that are not contested and consist of audio-visual recordings in various formats.

Retention: Retain these records for a period of one (1) calendar year from the award notice or notice of discontinuance.

Disposition: Destroy